

Safety and Risk Management Committee Meeting Minutes May 2007

Present: Tommie Murray, Evette Santamore, Donna Delphia, Cindy Bronson, Scott Perry, Debbie Bard, Steve Barden, Mike Ryan, Anne Milizia, Sarah Merrill

Absent: Tom Simpatico, Gwen Lipsey, Jamie Lord

Guests: None

- Introduction to the Cards
- Safety review: Hand Hygiene Findings
- Safety officer reports
 - a. Results of the Food Safety Audit

Safety Cards:

As a result of last months audit of staff, red cards have been created for all staff. Cards are in red, and have all emergency information needed rapidly written on the card.

Next steps:

- Distribution of the cards to all employees will occur within the week. The Staffing Office has assumed responsibility for distribution.
- The Staffing Office will distribute to all new employees with their identification badge.

Safe Use of Barbeque Grills:

Report from Mike Kuhn and Debbie Bard discussed. Recommendations accepted by Committee:

- To limit use of charcoal grilling to the Canteen zone and under constant observation until coals are extinguished.
- To obtain gas grills for each unit after a storage and maintenance plan is developed.

Next Steps:

T. Murray to forward Committee recommendations to leadership team for action.

Hand Hygiene:

An educational initiative occurred during April for all units. Each Safety Officer observed six colleagues perform hand hygiene, and provided feedback for improvement as needed. All units completed observation.

Next steps:

- Since hand hygiene is a National Patient Safety Goal, VSH will include observation of correct hand hygiene as part of the monthly Safety Officer review.
- Safety Officer work tool updated to reflect change

Safety Officer Reports:

Most elements on the current review / audit tool demonstrate 100% compliance. The work of the Safety Officers to educate staff and monitor the environment of care is the reason for such excellent results: Congratulations to all Safety Officers!

The major area of less than 100% relates to diligence of checking refrigerator and freezer temperatures.

In order to continue the Performance Improvement work by the Safety Officers, new elements will be added to the form, and those consistently at 100% will be removed (will review those at a future time to assure gains are held at 100% compliance).

Next Steps:

- T. Murray will update the audit tool and distribute to staff for use in June

Follow up Items:

- Latex glove use: Agreement by Committee to limit type of gloves on patient care units to 2 types; both of which are non-latex.
 - Action: T. Murray to ask M. Perry to remove all latex gloves from units
- Glass window in Canteen cracked: Not yet fixed.
 - Action: T. Murray will work with D. McCarty to assure a work order has been sent.

Event Reports:

S. Perry reviewed the results of tracking and trending of events using the current technology. A new system for Event Reporting is has been approved and is expected to be installed Summer, 2007. This product will allow data to be configured in a manner which more easily shows patterns and trends.

Next Steps:

- More information to follow as soon as date for installation is identified.

Food Safety Audit:

A. Milizia reviewed the findings of a food safety audit. Most areas were in compliance, with few exceptions:

- Temperature logs for refrigerators and freezers
- Dating of food on unit

Next Steps:

- Education for Safety Committee: Today's meeting
- Add to Safety Officer Audit tool to check compliance and focus action needed.

Education:

D. Bard, Dietician, provided the Safety Committee a presentation about safe food handling. All hand-outs will also be distributed to units by D. Bard for Safety Officer reference.

Next meeting:

Meetings for June and July are cancelled due to high vacation time. A special meeting will be scheduled as soon as Event Reporting System is installed.

